

Texas Department of Criminal Justice
Guidelines for Disciplinary Actions
Level Four Violations

| NO. | DESCRIPTION |
|---|--|
| 1. | Tardiness - Less than One Hour Tardiness stands alone and may not be used to enhance any violation, except for another incident of tardiness or a violation of Rule Number 2, Unexcused Absenteeism. For example, if an individual's previous violation was for tardiness only and the subsequent violation is for unexcused absenteeism, the disciplinary action for the unexcused absenteeism shall be based on the range for a second offense. Unexcused absenteeism also enhances subsequent violations of tardiness. |
| 7. | Substandard Duty Performance |
| 8. | Failure to Follow Proper Safety Procedures |
| 12. | Unauthorized Sales or Solicitations on State Premises |
| 16. | Negligent Operation of a TDCJ Vehicle |
| 25h.* | Technical Violation Relating to Use of Force |
| *Aggravated Use of Excessive Force Provision - Applies to a Violation of Rule Number 25h: See the Aggravated Use of Excessive Force Provision on the Listing of Employee General Rules Of Conduct And Disciplinary Violations (Attachment A) to determine whether the violation of Rule Number 25h involved an aggravated use of excessive force. If so, the disciplinary action imposed shall be based on the guidelines for the next range of severity within that level. For example, if a violation of Rule Number 24 or 25 is the employee's first offense and it is determined the violation involved an aggravated use of excessive force, the disciplinary action shall be based on the range for a second offense. The disciplinary action imposed shall include, at a minimum, probation and one or more of the following: suspension, reduction in pay, or demotion. | |
| 28. | Improper or Untidy Uniforms |
| 37. | Misconduct |
| 52. | Failure to Provide Contact Information |
| 53a. | Failure to Report an Alleged Act of Discrimination or Harassment Against Persons of a Protected Class, Discourteous Conduct of a Sexual Nature, or Retaliation; Took Corrective or Preventive Action |

| RANGE OF DISCIPLINARY ACTIONS | | | | |
|---|----------------|---------------------------------|----------------------------------|---------------|
| | FIRST | SECOND | THIRD | FOURTH |
| Reprimand Only | Yes | | | |
| Probation | 1 - 2 months | 3 - 4 months | 5 - 6 months | |
| Withdrawal of Pay Increase | Yes | Yes | Yes | |
| Suspension | 1 - 3 workdays | 1 - 7 workdays | 1 - 10 workdays | |
| Reduction in Pay ⁽¹⁾ | | 1 increment or at least 3.4% | 2 increments or at least 6.8% | |
| Involuntary Demotion ⁽¹⁾ (must be to a budget authorized position) | | | 1 - 3 Salary Groups | |
| Dismissal | | | Yes | Only |
| ⁽¹⁾ Reductions in pay and involuntary demotions shall be in accordance with PD-72, "Employee Salary Administration." | | | | |